

Louisiana Behavior Analyst Board
BOARD MEETING MINUTES: January 7, 2014
APPROVED: February 4, 2014

The meeting of the Louisiana Behavior Analyst Board (Board) was called to order by Chair Emily Bellaci at 1:00 p.m., Tuesday, January 7, 2014, at 8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809. Present were Board Members, Cassie Bradford, Jenny Longwell, Ph.D., Ellen Brocato, Kathy Chovanec and Marc Zimmermann, Ph.D.,MP (ex-officio nonvoting member); and, Executive Director, Kelly Parker. The following members of the public were also present: Mr. Justin Daigle.

Ms. Bellaci moved to accept the January 7, 2014 agenda, no objections or abstentions. Dr. Longwell moved to accept the December 3, 2013 minutes, no objections or abstentions. Ms. Bellaci requested that the chair of each committee provide reports to the Board for discussion.

Credentials Review Committee: The Board reviewed the complete behavior analyst application files of the following: Ellen Brocato, Emily Bellaci, Cassie Bradford and Brian Esteve, Ph.D. Dr. Zimmermann moved to approve and grant licensure to Ms. Brocato, Ms. Bellaci, Ms. Bradford and Dr. Esteve. The Board discussed the motion. The motion passed by a majority vote of the Board, Dr. Longwell and Ms. Chovanec abstained. Ms. Bellaci moved to create the following numbering system for licenses, certificates and registrations: behavior analyst licenses as "L-XXX", state certified assistant behavior analysts certificate numbers as "C-XXX" and registrants as "R-XXX". The motion passed by majority vote of the board, Dr. Longwell and Ms. Chovanec abstained.

The Board reviewed the line technician registration files under the supervision of Ms. Bellaci. After careful review and discussion, Dr. Longwell moved to grant registration to: Jennifer Anderson, Angelle Goodwyne, Jessica Lefever, Hannah Mellaman, Leslie Praetorius and Lindsey Pratt all under the supervision of Ms. Bellaci. The motion passed by majority vote of the Board, Ms. Chovanec and Dr. Longwell abstained.

The Board reviewed the criminal background report of behavior analyst applicant Janice Huber. Dr. Longwell moved to accept the criminal background report and allow Ms. Huber to proceed with licensure. The motion passed by majority vote of the Board.

The Board reviewed the criminal background report of behavior analyst applicant Catherine Minch. Ms. Bellaci moved to table the decision on the criminal background report until further information and documentation was received from the applicant. The motion passed by majority vote of the Board. Ms. Bellaci requested that Ms. Parker contact the Ms. Minch for additional information.

Ms. Bradford addressed the Board regarding Behavior Intervention Group's [B.I.G.] line technician applications. Dr. Longwell moved to accept the line technician applications and noted the initiation of the criminal background checks should be completed within 7 calendar days. The motion passed.

The Board reviewed communication and documentation received from Justin Daigle regarding 8 line technicians/students. After careful review and discussion, Ms. Bradford moved that 5 of the 8 individuals must be registered as line technicians since they did not fall under the exemption because they were volunteers that did not participate in a full-time ABA approved course sequence program. The motion passed by majority vote, Ms. Chovanec and Dr. Longwell abstained. Ms. Brocato moved that the remaining 3 individuals were exempt according to the law at the present time. The motion passed by majority vote, Ms. Chovanec and Dr. Longwell abstained.

Finance Committee: Ms. Chovanec presented the Board with the December invoice from LSBEP in the amount of \$8,831.64. The Board discussed the invoice. Ms. Brocato moved to approve payment of the December invoice. The motion passed by majority vote of the Board. Ms. Chovenac reported on the meeting with Board accountant, Valerie Dominique, CPA regarding the annual budget and finances. Ms. Parker noted that based on the projection the Board would still be in the red. Ms. Parker encouraged the Board to always explore other options, if available. Ms. Chovanec moved to accept the 2014-2015 budget. The motion passed by majority vote. Ms. Chovanec addressed the Board regarding the LBAB business donation. The Board discussed the business donation in conjunction with the law. Dr. Longwell moved to request an ethics opinion to gain clarity regarding the Board accepting, handling and reporting donations from private individuals or advocacy organizations. The motion passed by majority vote. Ms. Parker informed the Board that as of December 31, 2013, the financial MOU with the LSBEP was complete and no longer valid.

Jurisprudence Examination Committee: No new report.

Legislative Oversight Committee: Ms. Bellaci, Co-Chair, addressed the Board regarding the possibility of cleaning up the Behavior Analyst Practice Act during the 2014 Legislative Session. In particular, the changes would apply to the line technician section and exemption section. Ms. Parker reported that Senator Morrell would be willing to assist with the cleanup language. The Board agreed that the 2 areas of the law needed to be clarified. Ms. Bradford moved to clarify the line tech section and student exemption section during this legislative session. The motion passed by majority vote of the Board. Ms. Bradford reported that the committee was continuing its work on supervision requirements for assistants, line technicians and possible other personnel. Ms. Bellaci also reported that renewal regulations are being drafted along with continuing education requirements.

Complaints Committee: Ms. Parker presented the Board with information regarding a Board Hearing Office, Carey Holliday. The Board discussed the Hearing Officer role and Ms. Holliday's previous experience. Ms. Brocato moved to contract with Ms. Holliday in the amount of \$3,000 as a Hearing Office for the Board. The motion passed by majority vote. Ms. Bellaci presented the Board with the draft regulations for complaints and investigations. The Board discussed the draft. Ms. Bellaci noted that Ms. Parker would put the draft in final form for a final review next month. fin

Policies and Procedures Committee: Dr. Longwell reported to the group that she was currently revising the application packet for after January 1, 2014. Dr. Longwell also reported that she was continuing to work on application and renewal policies for December 31, 2014. She also noted that the committee discussed creating policies and rules for renewal procedures, continuing education, and annual audits of licensees. Dr. Longwell noted that the committee would continue to work on the issues in conjunction with the Legislative Oversight Committee. Ms. Bellaci created a "Continuing Education Committee" and designated Dr. Longwell and herself to the committee.

Continuing Education Committee: Dr. Longwell reported that the committee is currently working on formulating continuing education requirements to begin in conjunction with the December 31, 2015 renewal.

Discussion Items:

1. **BACB Line Tech Requirements:** The Board reviewed the December 2013 BACB newsletter, which outlined requirements for Registered Behavior Technicians. The Board discussed the requirements and agreed more information is needed. Ms. Bellaci noted that she liked the high school education requirement. Ms. Parker agreed to hold the information in consideration of any legislative changes that may be needed.
2. **Magellen Letter:** Ms. Bradford requested this item on the agenda. Ms. Bradford addressed the Board about the letter regarding licensing that was issued from Magellan. Ms. Bellaci explained that since that letter DHH/Magellan has made contact with our office for licensing timelines and information. The Board agreed that the matter was handled appropriately by Board staff. .
3. **LSBEP School Specialist Correspondence:** Ms. Parker presented the Board with communication from the LA State Board of Examiners of Psychologists regarding legislation to license school specialists in psychology. The Board reviewed the correspondence. Ms. Parker noted that the licensure would be optional and is neither an additional requirement nor taking anything out of BESE. The Board had no comments on issues with the legislation.
3. Request for Guidance – Calvin Cryer: Ms. Parker presented the Board with a request for clarification from Mr. Cryer. The Board opined that according to legal advice, any application for any individual postmarked and received after January 1, 2014, would require that individual to complete the licensure, certification or registration process prior to practicing in Louisiana. The Board also discussed Mr. Cryer’s inquiry regarding substitution. The Board agreed that there are reasons that a substitute line technician may be needed. The Board opined that a behavior analyst may use a substitute line technician temporarily but should be aware of the laws, rules and opinions of the Board that govern that relationship. The Board agreed to create an opinion at the next meeting to clarify this issue.

Ms. Chovanec moved to adjourn the meeting at 3:28 p.m. The motion passed successfully.